

## Administration

## Employee Responsibilities

Government  
Resources**POLICY:**

- .01 Government resources, including property, services, and the paid work time of Laboratory personnel must be used only for official Laboratory business. All Laboratory facilities, grounds, supplies, and equipment, including surplus or salvage material, are US Government property, subject to federal laws and contract provisions regulating their use and protection. This includes facilities leased by either the government or the Laboratory or used under contractual service agreements. Government property may not be removed from Laboratory work areas without proper authorization. The responsible Property Administrator must prepare all property transaction documents. Violations of this policy can result in disciplinary action, up to and including termination of employment.

**Official Laboratory Business**

- .02 For the purpose of this policy, official Laboratory business use is a use that supports or is related to the conduct of Laboratory business. In addition to activities required for one's job, such as scientific research, engineering and computations, sharing technical information for review, comment and information exchange, technical collaboration, office correspondence, and administrative functions, official Laboratory business use includes
- Job-required or job-related training as defined in [AM 401](#).
  - Educational or professional development reasons related to the user's work assignment.
  - Laboratory-approved community relations and support activities.
  - Charitable activities, including United Way, that have been approved by the Director.
  - Activities of Laboratory-sanctioned organizations that have been approved by the Director for Human Resources.

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## Government Resources

### Unacceptable Use

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The following are unacceptable uses of government resources, whether or not they occur during work hours:

Political activities prohibited by [AM 709](#).

Commercial purposes, personal financial gain or unlawful activities, such as fraud, theft, or gambling.

Viewing, reading, or distributing sexually explicit material.

Conduct or activities prohibited by Laboratory policy or guidelines, such as the unauthorized release of classified, privileged information, or restricted materials.

Unauthorized or unlawful monitoring or recording of telephone conversations.

Unlawful discrimination, harassment, or retaliation.

Unauthorized entry into or tampering with computer, networks, or other information resources.

Use of computers, networks, or other information resources in a manner intended to, or likely to result in, damage to any system, data base, or operation.

Performing, or directing others to perform, non-Laboratory business using Laboratory resources.

Any use that is a violation of applicable state or federal laws or regulations.

**NOTE:** Employees will not be penalized for unintentional inappropriate use of government resources (for example accidental access of a sexually explicit web site or receipt of an unsolicited personal fax), but should report these instances to their supervisor or manager.

### Acceptable Personal Use of Telephones

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Necessary local telephone calls of a personal nature must be held to a minimum in frequency and duration so that the telephone lines are readily available for Laboratory business. Indiscriminate use of Laboratory telephones for personal matters may lead to disciplinary action.

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## Government Resources

### Personal Use of Electronic Information Resources

- .05 Unauthorized use of the Federal Telephone System (FTS) or tie-lines is a federal crime and is prohibited.
- .06 Under emergency conditions, personal long-distance telephone calls may be placed from Laboratory telephones.
- .07 **Telephone Numbers** - Use of Laboratory telephone numbers (or addresses) in connection with “for sale” or “for rent” items or services is prohibited.
- .08 Occasional incidental personal use of electronic information resources, such as email and the Internet, is allowed, subject to the limitations below.
- .09 **Limitations** - Personal use of electronic information resources is prohibited if it
  - Directly or indirectly interferes with the Laboratory’s use of the resources;
  - Burdens the Laboratory with additional costs;
  - Interferes with the user’s employment or other obligations to the Laboratory; or
  - Is an unacceptable use, as defined in [.03](#).
- .10 **Representation** – Employees who use electronic information resources for personal purposes must not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the Laboratory or the University of California (UC). An explicit disclaimer must be included unless it is clear from the context that the author is not representing the Laboratory or UC. See also [AM 706](#).
  - NOTE:** Because computer equipment and electronic information resources are government resources, the Laboratory or the federal government personnel may, without notice, audit or access any user’s computer system or data communications in furtherance of their official duties. Employees who use government resources for personal use have no expectation of privacy.

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## Government Resources

### Government Vehicles

- .11 Government vehicles may be used for official purposes as follows:
- Throughout the Laboratory, either on a trip-by-trip basis or on a continuing assignment;
  - Outside Los Alamos County for 1 day with the prior approval of the user's group-level manager;
  - Outside Los Alamos County for more than 1 day with the prior approval of the user's group-level manager and the Property Management Group (BUS-6) Fleet Management Section; or
  - To transport an ill or incapacitated employee to ESH-2, an off-site medical facility, or home. Supervisors must approve and obtain concurrence from an Occupational Medicine (ESH-2) physician.
  - To travel to and from restaurants and commercial lodging in the course of official business or working meals.
- .12 With the prior approval of the employee's group- and division-level managers and the BUS-6 Fleet Management Section, an employee may use a government vehicle between Laboratory work sites and the employee's residence for the following reasons:
- When a significant saving in Laboratory costs and/or time will result from the overnight assignment of a government vehicle when starting or completing official travel.
  - When an employee who carools to work, lives outside Los Alamos County, and has no other means of transportation is asked by the supervisor to remain at the work site after the employee's normal working hours because of an unexpected job requirement. The employee must return the vehicle to the Laboratory when reporting to work the following workday.
  - When an employee becomes ill or incapacitated at work and requires transportation home or to a medical facility. Supervisory approval and

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## Government Resources

concurrence from an ESH-2 physician are required.

**NOTE:** In an emergency situation, call 911.

### ACCOUNTABILITY STATEMENT:

- .13 All Laboratory employees are accountable for property-numbered government equipment assigned to and accepted by them for official Laboratory use. Each employee must acknowledge acceptance of accountability by signing an accountability statement attached to a listing of the property assigned to him or her. Employees must exercise the same degree of care that a reasonably prudent person would use to protect his or her private property from loss or damage, including misuse and misappropriation. Employees must be able to locate all property assigned to them upon request. See [AM 112](#) and [Table 100.II.Property Accountability Discipline](#).

### PROTECTION OF GOVERNMENT RESOURCES:

- .14 Laboratory employees are responsible for the proper use, control, and physical protection of all government property and services, whether or not assigned to them; for complying with regulations or contractual requirements governing its use; and for immediately reporting to supervisors and the Special Projects Office of Security and Safeguards (S-SPO) any loss, theft, or destruction of, or damage to Laboratory property. Anyone who observes the misuse of government resources should report it to Internal Evaluations (AA-4). Evidence of espionage or of possible sabotage of government resources must be reported immediately to S-SPO. Employees are required to assist government agencies and Laboratory groups charged with investigatory responsibilities in their investigations into any of the above matters.

**NOTE:** Thefts and misuse of government resources are federal offenses and are subject to criminal prosecution.

### Immediate Action Assistance

- .15 An employee who believes that immediate action is required for the protection of property (or personnel) should call security 3X.

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## Government Resources

- EXCESS PROPERTY:** .16 Groups with supplies and equipment they no longer need should send them to Johnson Controls Northern New Mexico (JCNNM) Redistribution and Marketing for proper disposition. Environment, Safety, and Health (ES&H) Division personnel must monitor and tag items from work areas in which contaminating (radioactive, high-explosive, and/or toxic) material is used or processed before they are released to JCNNM. The Group Property Administrator and an Engineering Representative work with ES&H representatives to ensure that suspect items are monitored and tagged.
- REMOVAL OF PROPERTY** .17 Removal of government supplies and equipment from Laboratory premises is permissible only for official Laboratory work and requires a Property Removal Notification form or a Shipping Manifest form. The responsible Property Administrator must sign these forms before the property is removed from the Laboratory. Employees authorized to remove government supplies and equipment from Laboratory premises are responsible for ensuring these items are adequately protected from theft, damage, misuse, and abuse.
- Work at Home** .18 ✕ Employees may not remove property from Laboratory premises for use at home without proper authorization. ✕ [See AM 326.](#)
- INSPECTION AND SEARCH OF VEHICLES:** .19 The Laboratory reserves the right to inspect and search vehicles, persons, and personal items entering and leaving any Laboratory area, including leased facilities.
- QUESTIONNAIRES:** .20 Employees who wish to send education-based questionnaires to other Laboratory employees to satisfy course requirements as part of an academic program or to obtain data for a research project must obtain the approval of the Director for Human Resources before distributing the questionnaire.
- CONSEQUENCES OF** .21 When an employee fails to comply with the

**Government Resources****VIOLATIONS:**

provisions of this policy the manager must take appropriate action. See [AM 112](#), [AM100.II, Property Accountability Discipline](#). In addition, the Laboratory may take necessary steps to recover the value of lost or damaged property.